



PAUL HIGA  
CHIEF PROBATION OFFICER

COUNTY OF LOS ANGELES  
**PROBATION DEPARTMENT**

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October 27, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**AGREEMENT BETWEEN THE COUNTY OF LOS ANGELES AND CAPITA  
TECHNOLOGIES, INC. FOR A PROBATION CASE MANAGEMENT SYSTEM AND  
SERVICES**

**(3 VOTES)**

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ( )  
DISAPPROVE ( )**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve and authorize the Chief Probation Officer to finalize and execute a sole source contract with Capita Technologies, Inc., (Capita) substantially similar in form to the attached contract (Attachment I), for an estimated 18-month period for the development of a web-based Probation Case Management System (PCMS) and services, including interfaces, data conversion, training, other professional services, and a one-year option for maintenance and support, commencing December 1, 2005 with a total maximum County obligation of \$4,159,219 fully funded by net County cost (NCC). Funding for this Agreement is included in the FY 2005-06 Budget.

**PURPOSE/ JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of the recommended action is to obtain Board approval of a contract with Capita on a sole source basis for the development of a web-based PCMS and services, including interfaces, data conversion, training, other professional services, and a one-year option for maintenance and support. Probation has developed a plan to build an integrated information systems environment to streamline its systems and improve information sharing and management. The core objective of this plan is to provide accurate, timely and complete information to Probation staff on a single system.

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In addition, one of the major components of this initiative is the integration of needs and risks assessment and automated case planning into our information systems architecture. The plan is implemented in three phases to minimize risk and maximize the return on the significant investment.

The first component provides an enterprise-wide registry of individuals and the development of juvenile institutions functionality, comprised of juvenile halls and camps. This component was completed by Capita via an existing Information Technology Support Services Master Agreement (ITSSMA) contract.

The second component is part of the proposed sole source contract that includes the development of juvenile field functionality. We anticipate implementing the new juvenile system (first and second components) by February 2007.

The third component will provide functionality for adult probation and pretrial operations. Probation will explore feasible options to contract out these services.

Capita will provide the required services under the proposed 18-month contract effective December 1, 2005. The cost of the contract will be \$2,966,016 for development and installation, \$600,000 for a one-year option of maintenance and support to commence upon completion of the 3-month warranty period at the County's sole discretion, and \$593,203 in pool dollars for a total of \$4,159,219 fully funded by NCC. Pool dollars are monies set aside for future customizations that may become necessary. Approval of the proposed contract will enable the Probation Department to continue the system interfaces, data conversion development and programming services for the web-based PCMS.

#### Implementation of Strategic Plan Goals

The recommended Board actions are consistent with the Countywide Strategic Plan Goal #3, Organizational Effectiveness: Ensure that service delivery systems are efficient, effective and goal-oriented, and Goal #4, Fiscal Responsibility: Strengthen the County's fiscal capacity.

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**FINANCIAL IMPACT/FINANCING:**

The total maximum County obligation is \$4,159,219 and fully funded by NCC. Funding for this contract is included in the Department's FY 2005-06 Adopted Budget. The proposed contract includes provisions for non-appropriation of funds and budget reductions.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

In accordance with the Department of Human Resources memorandum dated November 16, 1995, the contract has been reviewed in regard to the provisions for hiring displaced County employees. The contractor agrees to give first consideration to hire permanent County employees targeted for layoff, or qualified former County employees who are on a re-employment list after the effective date of the contract and during the life of the contract. The contract also contains County requirements regarding the hiring of participants in the GAIN/GROW program.

The contract includes all County requirements, including, non-responsibility and debarment, and the provisions of paid jury service time for their employees.

In accordance with the Chief Administrative Office memorandum dated July 19, 2002, the proposed contractor has been instructed to register on WebVen.

Probation will not request the contractor to perform services that exceed the Board approved contract amount, scope of work, and/or contract term.

This is a Non-Prop A contract. Consequently, there are no departmental employee relations issues and will not result in a reduction of County services. The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contracts.

The County Counsel responsible for reviewing information technology (IT) contracts participated in the development, negotiation, and review of the final contract. As such, standard terms and conditions relevant to IT agreements are included in the attached contract. County Counsel has approved the contract as to form.

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The County's Chief Information Officer has reviewed the proposed contract and supports the contract award recommendation as indicated on the attached analysis (Attachment II). In compliance with the Chief Information Officer's guidelines, Probation will utilize the Information Technology Tracking System (ITTS) to monitor the project status and contractor's performance.

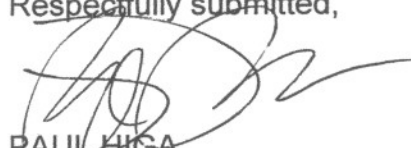
**CONTRACTING PROCESS:**

As indicated above, services under the proposed contract are a continuation of services recently provided by Capita under an ITSSMA contract. The contract is recommended on a sole source basis due to cost and time considerations. A final contract will be executed following Board approval and contingent on a review and findings on Capita's ability to self-insure for intellectual property liability coverage.

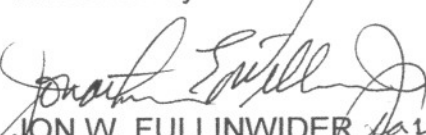
**IMPACT ON CURRENT SERVICES (OR PROJECTS):**

This contract will enable Probation's continued implementation of the long-range objective to enhance its ability to better manage all aspects of PCMS.

Respectfully submitted,

  
PAUL HIGA  
Chief Probation Officer

Reviewed by:

  
JON W. FULLINWIDER  
Chief Information Office

PH:mc

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Attachments (2)

c: Chief Administrative Officer  
County Counsel